

BWVC Regular Meeting

7:30 PM at the BWVC

Monday, April 16, 2018

Attendance: Walter Borders, Maria Burslem, Terri Hansen, Denis O'Regan, Toby Ridings, Debbi Sheiker, Mary Young, Patrick Barry. Guests: Albert Marks, Civic Committee.

The meeting was convened by outgoing co-chair Denis O'Regan. It was agreed to allow our guest, Albert Marks of the Civic Committee to present his information before commencing with the annual election of officers.

Albert provided an update on the bulletin boards and signage for the BWVC. Ken Morrison has been contracted to install the signage and the bulletin boards. There will be one bulletin board on the building and one out front. Denis O'Regan has been contracted to manufacture the signage. The bulletin board to be installed on the building will be in place on 4/17/18. The second bulletin board and signage will be ready for installation in 14 working days.

Albert also provided background on the work that has been done on the parking overflow area of the green adjacent to the Buzz. Crush and run was installed and was extended about 3 to 4 feet past the original roadway towards both the adjacent home and towards the Buzz. Albert is recommending that a grid product be installed to manage the tearing up of the grassy areas by parking cars. This product would provide stability and allow grass to grow through it. He has a company willing to do the installation for free.

The first order of business was the 2018 election of officers. Denis O'Regan was elected chair. Mary Young was elected secretary.

As convener, Mary also distributed the following documents for review by the committee members: *The Responsibilities of Village of Arden Chairperson, and the Conflict of Interest Policy for the Village of Arden, Delaware.*

Minutes: March minutes were discussed at length to clarify the intent of some of the language used. These were amended per consensus of the March meeting attendees and were approved as amended.

Chairperson's Report: *Please refer to the attached Chairperson's Report provided by Denis O'Regan.*

Financial Report: Denis provided some general financial information. *Please refer to the attached Chairperson's Report.*

Rentals: New renter, Arden Building and Loan is currently on a month to month temporary arrangement. Denis reported that the lease is ready to sign. The Village of Arden Lease, Facility Use, Waiver and Hold Harmless Agreement was distributed to the committee for review. It was also agreed that the Building Inspectors contract will be renewed.

Building/Maintenance: It was mentioned that the projectors owned by the Buzz are obsolete. Presenters need to be aware and will be asked to bring their own equipment for the time being.

Terri Hansen also requested that a new clock be installed over the door in Room 1.

Denis indicated that he has not had an opportunity to provide any detailed findings from his work as interim building manager. He stated that he believes by the May meeting we will be ready to advertise for a new building manager. It is Denis's belief that this position should perform a marketing function along with other managerial duties.

Program Report: *See attached Program Report provided by Toby Ridings.*

Programing:

ACRA: Some of the activities and scheduling information for the summer ACRA program were provided by Terri Hansen.

MURAL: Linda Celestrian plans to have the mural in Room 1 complete by the first day of the ACRA summer program.

Communications & Publicity: The website updates are progressing. Several calendars as well as Paypal functionality will be available in the future. Denis stated that we may need to buy another module to support this. Walt is continuing his work on the website and is willing to provide support for the near term. He will provide a demo to the committee as the functionality is updated.

Meeting adjourned 10:00 PM

Respectfully submitted,

Mary Young

Rentals, Management, Building and Maintenance Comments/Report: Denis O'Regan

April 16, 2018

Rentals:

Since 2/19/2018, additional rental contracts signed, plus those finalizing within the week total \$4900+. This results in 2018 rentals, secured so far 2018, of ~\$8,100, not including long term rentals.

\$990 was received from Home Inspectors, bring them current, thru 2017. They have used the Buzz twice this year and want a contract for a total of 8 meetings in 2018. (They have been at \$45 per, for a long time

Since last meeting, the rental scheduling conflict discovered last meeting, has been resolved and both events have passed.

Notes: Denis contacted the renter to see if the rental date could be moved, including an offer of discount. This was not possible, as invitations had been mailed, close relatives attendance coordinated, and money spent on a DJ. The renter was disturbed by the suggestion that the rental was now in jeopardy. She was told that another resolution would be sought, in a time sensitive manner. Pat Toman, of the Arden Club was contacted, to request an accomodation. I had to refer me to Janet Cosgrove, who handles the rentals and scheduling of the Hall. Janet asked who the renter was and how much the fee was. She wanted to take all of the rental fee and place the event in one of the rooms, other than the main hall. I told her those spaces weren't adequate or appropriate. She stated that "it costs \$300 to turn on the lights upstairs." I assumed this generally referred to all overhead costs. But, she did offer to place the renter in the Hall for the full \$425. I did inform both Janet and Pat that the BWVC did (in January) accommodate the "Young Actors Workshop" for the whole building, whole day, because they did not want to bump another scheduled usage of the Hall (another Gild.) This did not result in any modification. **(This may be a subject for further discussion, between BWVC and the Club, about cooperative efforts.)** With or without payment to the Club, I did not believe it was in our best interests to try and place our renter in the Hall. 1.) It would have been bad business to further stress the customer, who was quite concerned already, hadn't seen the Hall, and the number of event attendees would have been "lost" in the cavernous space of the Hall. I had already spoken to Frank Vincent about the scheduling mistake, and he told me he had been promising the March featured performer a slot for a long time. When I got back to him, with apology, that we had no choice but to press him to contact the performer for reschedule to either Saturday or the next Friday (St. Pat's Day eve). If that could be done, we would 1.) allow ALL donations that night to go to the performer, and, 2.) extend free use of room 3 on a Peak 4 hour block, date TBD, for a musical event. That worked out, as she was free for the following Friday, and we were one day before the Arden Page deadline to advertise it. Frank was very accommodating, and I extended our sincere apology for the mistake in not updating the calendar, to include the coffee house, which is what led to the mix-up.

The Dwayne Todd rental is set for the “Psychedelic and experimental music and Beat Poetry” event April 21. Rooms 1&2 Noon-10PM (extend to 10:30 if necessary) Load in at 10am. Negotiated price \$1,000 with our staff to oversee parking on grass. Room 3 added at \$100.

Management:

If I am elected Chair –

- Civility during meetings (discussion of negative issues, disagreements, or conflict of interest, should not be personal or accusatory?)
- Seating of guests In attendance shall be apart from the committee members and building manager. If a guest wants to be recognized for a question of comment, a simple hand signal will be used. However, committee meetings are working/business meetings and guests are in attendance in accordance with Delaware Open Meetings laws. There is no obligation to recognize guests for participation in discussions. There may be time during new business or after adjournment to receive comments or answer questions. If a Chair of another committee or sponsor/manager of a rental or event at the Buzz is in attendance to present an issue or discuss any business matter, that item should be placed on the agenda first. If this planning isn’t possible, a vote of the committee to suspend the rules is necessary to placed the item first.

Referrals Reminder– Do not use individual committee member’s email addresses. General referrals and general requests are to be directed to bwvc@arden.delaware.gov. Other referrals: rentals@ardenbuzz.com programs@ardenbuzz.com events@ardenbuzz.com

The new **rental request/application** form and all website considerations are still in planning. Walt and Denis are in ongoing discussions on options for changes and considering outsourcing this work. We met with Danny Schweers, who is also looking to a webmaster solution to the Village website.

Bookkeeper – a meeting is soon to happen with the Treasurer and new Village bookkeeper to carve out services to be performed for the Buzz, which will lighten the load for committee members, who have been doing these tasks.

Voicemail – still unresolved

Building –

Work on storage rebuild has not begun

Elec Panel – The panel is changed but the work is not complete. Electrician’s schedule a problem; but we’re pressing politely.

Maintenance –

Roof work is not leaking. It is an ice damming issue during the winter. Insulation work is needed over the office. Investigate stage leaks to simulate ice damming; especially at shingles. Front

doors refinishing and sewer is upcoming. Toilet blockage and/or flooding in the boys bathroom were observed on two occasions, during heavy usage of the building in the past month. One of the occasions, was a previous renter that we believe was part of the problem last year too. (Dave observed brown paper towels in the toilets.) We are noting this in the contracts folder, to try and avoid this next year.

No solar credits lost. Reading and online entry has been performed.

Bars still needed for ABL and bathroom windows.

Lease for ABL for review.

Celestian mural moving to June.

Respectfully Submitted,
Denis O'Regan, Chair

4/16/18

BWVC PROGRAM REPORT FOR PERIOD BETWEEN: 3/19/18 – 4/16/18

Friday night Programming:

Coffee House- April 16 2018. Attendance was average. Featured artist: Little Strike. The opening act had a late start (8:30). The musician played for about 45 minutes received all the hat donations. Donations to the Buzz including sales of water \$120.00. One suggestion for the future may be to pass the hat one time for both the musician and the house and split the total. I am in the process of gathering information to help create a sop for producing this longtime legacy event for our guidelines.

Art on the Town – 4/06/18, our very own Elisabeth Bard, Photographer. Approx. 45 people attended. Total Sales were \$450.00, and \$45 was placed in envelope in Office. Donations totaled \$78 and in separate envelope in the Office. 1.5 bottle of white used and 1.5 of red used. Bernedette will be submitting receipts.

We are in the process of revising the old Art policy to reflect the new commission scale and other updates. Bernedette suggested that we add a an inclement cancellation clause: The artist will get another month with-in the next 2 yr. period as available.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings.

Mural: Interior mural order in process. Exterior mural estimated completion by opening day of ACRA.

PPP – Meetings have begun and applications rolling in.

Recent Community event: Barbara Machlem for the Arden Craft Museum Lecture, Sunday April 15, 2018 4-7PM. Hi Toby - I am told the event went very well! Unfortunately I was not able to attend either due to recent foot surgery, but I have received very positive reports. There were at least 61 people in attendance and \$51 was collected in the donation basket and The Buzz was mentioned in the introduction. Patrick was great to work with and had suggested curtains for the windows and that really helped the lighting for the screen. There was a bit of uncertainty over the type of projector connections, but in typical Arden fashion several people were available to help and everything went very smoothly. I understand the audience really enjoyed the program.

The ACSM was also happy to install a new display in the entrance window and I hope many visitors will enjoy memories of the old Arden School. We plan to remove the display in mid-August in time for PP&P. Many thanks for you help - we look forward to future events.

Upcoming Community Events: Sadie Sommerville for the Arden Georgists.
Lecture on Alaskan Purchase: Sunday April 22, 2018 4-7PM.

ACRA: Solicitation Sat. May 6th and House & Garden reception: Sun.
May 20th

ACRA CO-OP: June 23 - July28 Summer Co-op. Walk thru and pre-planning
needed.

Respectfully submitted,

Toby Ridings